

Manager, Credentialing & Examinations

New Position (12-month contract with the possibility of extension / permanent position)

The College of Physiotherapists of Ontario regulates physiotherapists and exists to serve the public interest. The College protects the public by ensuring that applicants possess the knowledge and skills to practice the profession safely, that physiotherapists maintain professional standards of practice and are held accountable for their conduct and practice.

The College is currently seeking a professional, self-directed candidate with program development experience and well-developed administration skills for the **Manager, Credentialing & Examinations** role. This person will support the development and administration of the College's credentialing process and assist with the development and administration of the entry to practice assessment process (exam).

This is a new position that requires that the candidate have extensive experience in the areas of credentialing and entry to practice examinations. The specific duties of this position will evolve over time.

The College has moved to a largely virtual office. This is a home-based position; however, in-person attendance at meetings in the Toronto area may be required on occasion.

Examinations

The Manager will:

Credentialing

- Ensure that key stakeholders are aware of the credentialing process and requirements
- Contribute to the development and administration of the credentialing program
- Manage timelines, resources, deliverables, and communications for credential development projects.

Examinations

- Manage/Lead the entry to practice requirements assessment process to assist with exam development
- Facilitate Item Development workshops and Technical Review sessions
- Identify, recruit, collaborate with, and maintain a network of subject matter experts who can provide collaborative advice used to facilitate item writing, item technical review and approval sessions, psychometric standards review, and user acceptance testing.
- Review exam performance and conduct in-service analysis as needed
- Manage the end-to-end exam development process with support of an exam development team

Additional

- Ensure continuous improvement of infrastructure, tools, and processes, and communication.
- Work closely with the CPO IT team to develop and administer the technology infrastructure to support credentialing and exam administration

Education, Experience, and Qualifications

- Post-Secondary Degree or equivalent combination of relevant education and experience
- At least five years experience in a regulatory/examination administration setting or a closely related role
- Demonstrated experience in the areas of credentialing and exam development, and administration
- Leadership and management experience
- Experience with or demonstrated knowledge of the Regulated Health Professions Act and health legislation (considered an asset).
- Intermediate computer skills, including Microsoft Office Suite (SharePoint)
- Knowledge of database systems and experience with Microsoft Dynamics CRM (considered an asset)
- Superior oral and written communication, project management, facilitation, and interpersonal skills
- Proven ability to work independently as well as collaboratively within a team
- Ability to read and understand legal documents
- Must be a strategic and creative thinker who possesses excellent decision-making skills
- Highly effective organizational and leadership skills
- Demonstrated managerial, coaching, mentoring, and team-building skills
- Demonstrated analytical skills and problem-solving skills

Terms, Salary and Working Conditions

- A full-time position (12-month contract with the possibility of the role becoming permanent)
- Starting salary: \$116,019.80 based on five years of sector-specific management experience.

Additional Note:

The successful candidate will be required to provide confirmation of COVID vaccination (2 doses)

How to Apply

If you are interested in this position, please [apply online](#) and upload your cover letter and résumé as one pdf document (file name: First Name Last Name.pdf), highlighting your related experience, no later than January 20, 2022.

Thank you so much for your interest in this position; only applicants selected for an interview will be contacted.

The College's goal is to create a diverse and inclusive workforce that reflects our communities. Please let us know if you require any accommodation to participate in this recruitment process.

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